



**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF STERLING**

JUNE 22, 2020

ANNUAL TOWN MEETING MINUTES

At 6:40 pm, on Monday, June 22, 2020, the Town Moderator, Amrith Kumar, opened the Annual Town Meeting held at the Sterling Airport, 121 Greenland Road in said Town of Sterling. There was a quorum present; 346 voters attended the meeting.

Town Moderator, Amrith Kumar noted the receipt of the posting of the Warrant for the Annual Town Meeting by Constable, Jay Hartnett and asked all who were able, to rise for the Pledge of Allegiance. The Moderator explained that Sterling Town Meeting is being recorded by Sterling Lancaster Cable TV, and is governed by the General Laws of the Commonwealth, the General Bylaws of the Town of Sterling, and the guidelines established in "Town Meeting Time".

Town Administrator, Ross Perry thanked the following people for their assistance with the logistics and assistance needed to hold the ATM at the airport:

Jim Simpson, for letting the Town use the airport

Bob Kneeland

Fred Aponte

Patrice Fullhart

Paul Lyons and the DPW

Barry Lein

Jim Emerton

Darren Borge, Tim Gray and Sean Hamilton

Julie Rusch

Mike Cove

Kama Jayne

Terry Heinold

Doug Downey

Tom Duffy, Airport Manager

Matt Downing and SLCT

Jeff Carrol

Town Moderator, Amrith Kumar reviewed logistics of participation including review and practice with the vote counting devices. He explained the Consent Calendar and how to address the meeting. The Moderator noted that all voters have copies of the motions, so there would be no need to read them unless there were substantive differences.

Town Moderator, Amrith Kumar noted that he was not finishing his term, he thanked the community and welcomed Julie Rusch as the new Moderator. Participants honked in appreciation of the Moderator's service.

MOTION MADE TO DISPENSE WITH THE READING OF THE WARRANT AND THE CONSTABLES'S RETURN

Motion passed unanimously as declared by the Moderator

ARTICLE 1. FY20 Town Operating Budget

MOTION MADE by Joe Sova that the Town vote to raise and appropriate the sum of \$24,323,887 as shown on page 8 line 225 of the Omnibus Budget and to further appropriate, from the Ambulance Receipts Account, the sum of \$500,000.00 and to further appropriate, from the Cemetery Perpetual Care Account, the sum of \$5,000.00 for a total appropriation of \$24,828,887 for the payment of salaries and compensation, payment of debt and interest and for charges, expenses and outlays of the Town Departments, for the ensuing fiscal year, beginning July 1, 2020 and ending June 30, 2021, as shown in the municipal operating budget printed at the back of this Warrant.

Mr. Sova addressed the meeting by first remembering Finance Committee Member Stephen Staudaher who died tragically in March.

He then summarized the Finance Committee Annual Report in the Warrant explaining that the current COVID 19 pandemic affected the budget presented noting their emphasis was on not increasing the tax rate, by taking measures like reducing capital expenditures.

Motion Passed by majority as declared by the Moderator

MOTION MADE by Joe Sova to reconsider Article 1. (Town Meeting voted after Article 26 to suspend the General Bylaw C180-10 to allow reconsideration of this article alone outside of 1 hour).

Motion passed by majority as declared by the Moderator

MOTION MADE by Joe Sova that the Town vote the Omnibus Budget Article 1 as written in the motion book changing line #167 to reinstate the Town Administrators salary in the Omnibus Budget to \$122,400.00 and delete line #166 for \$80,000 for a total of \$24,280,607.00

Motion passed as amended by majority as declared by the Moderator

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Selectman Maureen Cranson read a list in Memoriam:

James John Dubovick
Charles Foster
David Chandler
Norman Plourde
Yvonne Swisher
D. James Harper III
Roger and Ruhamah "Rainy" Sabourin
Denise Hewson
Marion Tuttle
Pamela Pingeton
Robert Bloom
Woody Woodcock Jr
Michael Thomas
Charles Lowe
Steve Staudaher
Sarah LaMountain

ARTICLE 2. Fund Deficit due to Snow and Ice

MOTION MADE by Joe Sova that the Town vote to transfer from Certified Free Cash the sum of \$97,202.29 to the Snow and Ice Account to cover any deficit in the snow and ice budget for the current fiscal year.

Motion passed by majority as declared by the Moderator

ARTICLE 3. Transfer Certified Free Cash to the Capital Fund

MOTION MADE by Everett Heller to move no action on Article 3

Motion passed by majority as declared by the Moderator

ARTICLE 4. Transfer Certified Free Cash to the Stabilization Fund

MOTION MADE by Everett Heller to move no action on Article 4

Motion passed by majority as declared by the Moderator

ARTICLE 5. Transfer Balances from Old Warrant Articles to the Capital Fund

MOTION MADE by Mary Cliett that the Town vote to transfer the sum of \$77,724.63 funds remaining from previous Town Meeting warrant articles or other inactive accounts as printed in the warrant, to the Capital Investment Fund.

Account #	Description	Recapture Dollars
01999-58020	FY 20 ATM Art#7A: Butterick Electric door locks	\$1,506.81
01999-58038	FY 20 ATM Art#8E: Repair Tennis Courts	\$71,349.53
01999-58106	FY 18 ATM Art#36: Medical Waste Kiosk	\$1.10
01999-58107	FY 18 STM Art#4: 1835 Town Hall Septic Design	\$0.35
01999-58115	FY 19 ATM Art#12F: Server Upgrade	\$1.84
01999-58091	FY 18 ATM Art#9B: Replace Radio Equipment	\$4,206.00
<u>01999-58128</u>	<u>FY 20 ATM Art#7F: Replace Radios</u>	<u>\$659.00</u>

Total \$77,724.63

Motion passed by majority as declared by the Moderator

ARTICLE 6. Fiscal Year 2021 Capital Plan – Free Cash

MOTION MADE by Todd Chapman that the Town vote to transfer from Certified Free Cash the sum of \$238,000 to be used to fund the Fiscal Year 2021 Capital Plan for the Town of Sterling, as recommended by the Finance Committee, as listed below, such funds to be administered and expended under the direction of the requesting department.

<u>Item</u>	<u>Department</u>	<u>Amount</u>
1. Animal Control Vehicle	Police	\$ 45,000
2. 1835 Building cleaning	1835 Com	\$ 3,000
3. Multiple IT projects	Operations	\$ 61,000
4. Mulch for Muddy Pond Playground	Recreation	\$ 9,000
5. Beach Project, environmental evaluation	Selectmen, Cons Commission	\$ 20,000
6. <u>Master Plan</u>	<u>Selectmen</u>	<u>\$ 100,000</u>
TOTAL		\$ 238,000

Motion passed by majority as declared by the Moderator

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ARTICLE 7. Fiscal Year 2021 Capital Plan – Capital Investment Fund

MOTION MADE by Everett Heller that the Town vote to transfer from the Capital Investment Fund the sum of \$419,151 to be used to fund the Fiscal Year 2021 Capital Plan for the Town of Sterling, as recommended by the Finance Committee and the Capital Planning Committee, as printed in the warrant, such funds to be administered and expended under the direction of the requesting department.

<u>Item</u>	<u>Department</u>	<u>Amount</u>
1. Radio Replacement	Fire Dept.	\$ 118,000
2. Utilities Placed underground	Selectmen	\$ 121,151
3. Athletic Field Complex Design	Recreation	\$ 70,000
4. 1 1/2 Ford 550 Plow truck with wing	DPW	\$ 60,000
5. <u>Engineering for new entrance and elevator</u>	<u>Library</u>	<u>\$ 50,000</u>
TOTAL		\$419,151

Motion passed by 2/3rds as declared by the Moderator

ARTICLE 8. Water Dept. Operation Enterprise Fund

MOTION MADE by Joe Sova that the Town vote to appropriate the sum of \$949,226.70 from water department revenue, and further to appropriate \$40,000 from Water Enterprise Retained Earnings, for extraordinary or unforeseen expense as determined by the DPW Board and approved by the Finance Committee, for a total appropriation of \$989,226.70 to operate the Water Department Enterprise Fund for Fiscal Year 2021 under the provisions of Chapter 44, Section 53F1/2, as amended, as follows:

Salaries/Wages	\$255,290.70	
Expenses	\$350,727.00	
Principle & Interest	\$235,209.00	
Indirect Costs	<u>\$108,000.00</u>	
Subtotal	\$949,226.70	from FY21 water charges and fees
Reserve Fund	<u>\$ 40,000.00</u>	from Retained Earnings
Total Appropriation	\$989,226.70	

Motion passed by majority as declared by the Moderator

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CONSENT CALENDAR:

MOTION MADE by John Kilcoyne that the Town vote by unanimous consent to combine the following articles into a Consent Calendar and to approve those Articles that have not been requested “held” in one vote as shown in the Warrant; those consent articles being: 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and further, to fund Article 12 in the amount of \$410,022.

Moderator Amrith Kumar explained the function and process of voting the Consent Calendar to Town Meeting Members.

No holds were requested by the voters

Motion passed by majority as declared by the Moderator

ARTICLE 9. Compensation for Elected Officers (Consent Calendar)

It was voted, by Consent Calendar, to fix the salaries and compensation of all elected officers of the Town as provided by Chapter 41, Section 108 of the General Laws [MGL Ch. 41 §108], as amended, as follows and as presented in Article 1 of this Warrant

FY 21 Stipends

Assessor	1500.00 yr.
Selectman	1500.00 yr.
Health Board	103.00 yr.
Planning Board	300.00 yr.
DPW Board	600.00 yr.
Town Moderator	500.00 yr.

ARTICLE 10. Set Salary of Municipal Light Board (Consent Calendar)

It was voted, by Consent Calendar, to set the salary of the Sterling Municipal Light Board members as provided by Chapter 41, Section 108 of the General Laws [MGL Ch. 41 §108], as amended, as follows: Chairman \$1,500; Clerk \$1,500; Third member \$1,500; said sum to be an expense of the Sterling Municipal Light Department.

ARTICLE 11. Reserve Fund for FY21 (Consent Calendar)

It was voted, by Consent Calendar, to transfer from free cash the sum of \$300,000 for the Reserve Fund for Fiscal Year 2021 in accordance with the provisions of General Law Chapter 40, Section 6 as amended.

ARTICLE 12. Chapter 90 Funding (Consent Calendar)

It was voted, by Consent Calendar, to accept Chapter 90 funds in the amount of \$410,022 as funded by the Commonwealth of Massachusetts for highway resurfacing and/or other related work or expenditures as allowed by the State Chapter 90 regulations, said sum to be expended by the Department of Public Works, with approval of the Board of Selectmen, and in accordance with the DPW's 5-year Capital Plan reviewed annually by the Capital Plan Committee.

ARTICLE 13. East Lake Waushacum Treatment (Consent Calendar)

It was voted, by Consent Calendar, to raise and appropriate the sum of \$12,000, to account 01999-58050, the East Lake Waushacum Treatment Account, said sum to be used for the study and treatment of the Lake, which is projected to cost \$24,000 during FY21.

ARTICLE 14. Authorize Treasurer to Borrow Money (Consent Calendar)

It was voted, by Consent Calendar, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 2020, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 4, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 17.

ARTICLE 15. Compensating Balance Agreements (Consent Calendar)

It was voted, by Consent Calendar, pursuant to Massachusetts General Laws, Chapter 44, Section 53F, to authorize the Town Treasurer to enter into compensating balance agreements, for the fiscal year beginning July 1, 2020.

ARTICLE 16. Tax Title Payments Agreements for Properties in Tax Title (Consent Calendar)

It was voted, by Consent Calendar, pursuant to Chapter 60, Section 62A of the General Laws, as amended, to enact a bylaw to authorize the Town Treasurer/Collector to pursue and establish a written payment agreement with any person(s) entitled to redeem ownership of parcel taken by the Town for nonpayment of real estate taxes; and further, to authorize the Town Clerk to assign such numbering as is appropriate to bring said bylaw into conformance with the existing codification; said bylaw to take the form as printed in the warrant.

Redemption of tax title real estate.

- A. Pursuant to the provisions of Massachusetts General Law Chapter 60, Section 62A, the Treasurer/Collector of the Town of Sterling ("Town") may enter into a written payment agreement ("agreement") with any person(s) entitled to redeem ownership of parcels of real estate ("redeemer") which have been taken by the Town as a result of nonpayment of real estate taxes. The agreement shall be executed by the Town and redeemer and shall set forth the terms and

conditions for payment of the delinquent taxes, interest and any other costs, fees or charges associated with the same.

- B. The redeemer of the following assessment categories of real property shall be eligible to enter into an agreement provided for in the preceding paragraph:
 - 1. Commercial property;
 - 2. Residential property;
 - 3. Industrial; and
 - 4. Open space.
- C. The following conditions must be met prior to the Town and redeemer entering into an agreement.
 - 1. The Town has not filed a petition to foreclose the rights of redemption with the Land Court, and the recording date of the Instrument of Taking recorded in the Worcester County Registry of Deeds or Worcester Registry District of the Land Court must be no more than 10 years from the date of the proposed agreement; and
 - 2. All real estate taxes due for the current fiscal year assessed against the parcel must be paid to date;
- D. All payment agreements shall comply with the following minimum requirements:
 - 1. The payment agreement shall have a term of five (5) years; provided, however, that nothing herein shall preclude the taxpayer from completing payments of the amount owed in a shorter period of time;
 - 2. The payment agreement shall include a waiver of fifty percent (50%) of the interest that has accrued in the tax title account, but only if the taxpayer complies with the terms of the agreement (no taxes or collections costs may be waived); and
 - 3. The payment agreement shall state the amount of the payment due from the taxpayer at the time of execution of the agreement, which must be at least twenty-five percent (25%) of the amount needed to redeem the parcel at the inception of the agreement. The taxpayer must then agree to pay the remaining balance due to the Town in equal monthly installments.
- E. After the Town has received seventy-five percent (75%) of the total amount due, the taxpayer shall be entitled to a credit equal to twenty-five percent (25%) of the accrued interest on the tax title account. This credit shall be applied against the final installment payment(s) due under the payment agreement.
- F. During the term of the agreement, the Town may not bring an action to foreclose the tax title of the redeemer unless payments are not

made in accordance with the schedule provided in the agreement or timely payments are not made on other amounts due to the municipality that constitute a lien on the same parcel.

Or take any other action in relation thereto.

Submitted by: Board of Selectmen

Recommendation: The Board of Selectmen recommends passage of this article.

Recommendation: The Finance Committee recommends passage of this article.

Summary: The purpose of this article is to allow the Treasurer/Collector to establish payment agreements for any property owner that has a property in Tax Title by using the above requirements. This will enable the property owner to pay off their back taxes and reduce the Town's tax liability.

ARTICLE 17. Fund Wachusett Greenways Expenses (Consent Calendar)

It was voted, by Consent Calendar, to raise and appropriate the sum of \$1,400 to be used to pay the expenses, including but not limited to pay for a portable toilet and trail maintenance on the MASS Central Rail Trail, of the Wachusett Greenways, an eight town collaborative, said funds to be administered and expended by Wachusett Greenways.

ARTICLE 18. Fund Sterling Land Trust Expenses (Consent Calendar)

It was voted, by Consent Calendar, to transfer from Certified Free Cash the sum of \$1,300 to be used toward the payment of expenses incurred by the Sterling Land Trust, Inc. to preserve and manage various parcels of land within the Town, said funds to be administered and expended by the Trust.

ARTICLE 19. Revolving Funds Bylaw (Consent Calendar)

It was voted, by Consent Calendar, to set the FY 2021 spending limits for the revolving funds identified in Chapter 143 of the Town's General Bylaws, as printed in the warrant.

ARTICLE 20. Building Rental Revolving Fund (Consent Calendar)

It was voted, by Consent Calendar, to continue to provide for any amounts collected for building rentals, other than rental of school buildings, to be credited to a separate account to be expended without further appropriation by the board, committee or department head in control of the building for building-related upkeep and maintenance, and further, to accept the provision of the second paragraph of G.L. Chapter 40, Section 3, as amended to allow any balance in such an account at the close of the fiscal year to remain available for expenditure without appropriation for such purposes in future years.

CONCLUSION OF CONSENT CALENDAR

MOTION MADE by Town Moderator, Amrith Kumar, to have Julie Rusch take over the meeting as Moderator.

Motion passed by majority as declared by the Moderator

Julie Rusch, Deputy_Moderator, thanked Mr. Kumar.

ARTICLE 21. Amendments to Personnel Policy Bylaw Compensation Matrices

MOTION MADE by John Kilcoyne that the Town vote to waive prior review and report by the Personnel Board, to the extent same is necessary, and to amend the Personnel Policy Bylaw of the Town of Sterling, by updating Attachments A, C, E, F, G and H as printed in the warrant.

To see if the Town will vote to amend the Personnel Bylaw of the Town of Sterling, by updating Attachments A, C, E, F, G and H as indicated below, and waive the requirement of prior consideration by the Personnel Board to the extent the same is necessary:

Attachment A — Classification Plan

Regular Non-Union Positions

Effective as of July 1, 2020

Grade Level	Position/Title
I	Clerk Typist
	Library Technician (All)
	Custodian
	Van Driver
	Laborer (DPW)
	Property Lister
II	Admin Assistant
	Library Associate I
	Outreach Aide (COA)
	Meal Site Coordinator (COA)
III	Senior Center Operations Coordinator (COA)
	Assistant Mechanic (DPW)
	Assistant Town Collector
	Assistant Town Treasurer
	Associate Health Agent
	Program Assistant (Rec)
	Executive Assistant (DPW; Police; Fire)
	Assistant Town Clerk
	Animal Control Officer
	Library Associate II
	Water Technician (DPW)
	Truck Driver (DPW)
	Equipment Operator (DPW)

IV	Asst. Library Director (Child Services)
	Working Foreman
	Facilities Maintenance Technician
	Conservation Agent
	Mechanic (DPW)
	Senior Executive Assistant (Selectmen/TA)
	Senior Water Technician (DPW)
V	COA Director
	HR Administrator
	Town Clerk
	Town Accountant
	Town Treasurer/Collector
	Assistant Superintendent (DPW)
	Town Planner
	Operations Manager
	Recreation Director
	Health Agent
	Building Commissioner
VI	DPW Superintendent
	Assistant Town Administrator

Attachment B - Deleted

Attachment C - Compensation Schedule
Non-Union Regular Positions
Effective July 1, 2020

Grade Level	Hourly Salary Range Minimum	Hourly Salary Range Mid-Point	Hourly Salary Range Maximum
I	\$14.40	\$17.29	\$20.17
II	\$15.60	\$19.49	\$21.82
III	\$17.92	\$22.41	\$26.00
IV	\$21.02	\$25.77	\$30.50
V	\$24.74	\$30.93	\$37.11
VI	\$36.36	\$45.44	\$54.55

Grade Level	Salary Range Minimum	Salary Range Mid-Point	Salary Range Maximum
I	\$29,952	\$35,963	\$41,954
II	\$32,448	\$40,539	\$45,386
III	\$37,274	\$46,613	\$54,080
IV	\$43,722	\$53,602	\$63,440
V	\$51,459	\$64,334	\$77,189
VI	\$75,629	\$94,515	\$113,464

Attachment E – Compensation Schedule

Call Fire Force Positions

Effective as of July 1, 2020

Grade Level	Hourly Salary Range Minimum	Hourly Salary Range Mid-Point	Hourly Salary Range Maximum
I	\$14.21	\$21.60	\$27.97

Attachment F — Stipend Positions

Effective Jul 1, 2020

Position Title	Amount
ADA Coordinator	\$1,500
Animal Inspector	\$3,400
Emergency Management Director	\$10,000
Gas Inspector	\$6,132
Plumbing Inspector	\$11,149
Sealer of Weights and Measures	\$1,200

Attachment G --- Temporary Positions

Effective July 1, 2020

Position Title	Minimum/Hour	Maximum/Hour
Police Special Officer	State Minimum	\$15.00
Constable	State Minimum	State Minimum + \$1.00/hr.
Cell Monitor	\$15.00	\$25.00
Election Officer	State Minimum	State Minimum
Board of Registrars	State Minimum	State Minimum + \$1.00/hr.
Assistant Board of Registrars	State Minimum	State Minimum
Deputy Election Warden	State Minimum	State Min + \$1.00/hr.
Election Warden	State Minimum	State Minimum + \$5.00/hr.

Attachment H --- Miscellaneous Positions

Effective July 1, 2020

Position Title	Minimum/Hour	Maximum/Hour
Seasonal Laborer	State Minimum	\$14.50
Seasonal Truck Driver	\$17.00	\$22.50
Lifeguard	State Minimum	\$16.00
Seasonal Recreation Assistant	State Minimum	\$16.00
Food inspector		\$40.00
Parking Clerk		\$25.00
Assistant Building Inspector		\$40 per inspection
Assistant Plumbing and Gas Inspector		\$40 per inspection
Wiring Inspector		\$40 per inspection
Assistant Wiring Inspector		\$40 per inspection

Or take any action in relation thereto.

Submitted by: Board of Selectmen

Recommendation: The Board of Selectmen recommends passage of this article.

Recommendation: The Finance Committee recommends passage of this article.

Summary: This article updates the compensation plan with a 2% cost of living increase.

Motion passed by majority as declared by the Moderator

ARTICLE 22. Transfer From the Water Enterprise Fund

MOTION MADE by Joe Sova that the Town vote to transfer from the Water Enterprise Account the sum of \$93,192.00 to General Fund.

Motion passed by majority as declared by the Moderator

ARTICLE 23. Transfer From the Water Enterprise Fund – Retained Earnings

MOTION MADE by Maureen Cranson that the Town vote to transfer from the Water Enterprise Retained Earnings Account the sum of \$180,000.00 for the following: (1) to pay for a new Water Supply Master Plan / Hydraulic Study; (2) to purchase and equip a vehicle for the Water Department; and (3) for the purchase of materials and supplies and for installation of a Flanagan Hill Road to Pratts Junction Road water line loop, and for all costs incidental or related thereto.

Motion passed by majority as declared by the Moderator

ARTICLE 24. Board of Health Administrative Assistant

MOTION MADE by Allen Hoffman that the Town vote to raise and appropriate the sum of \$10,905.00, said sum to be added to Board of Health account number 01510-51200, for administrative services, and further to authorize the Board of Health to hire a part-time (less than 20 hours per week) Administrative Assistant, Grade II, between the minimum hourly pay rate of \$15.60 per hour and maximum hourly pay rate of \$21.82, as shown on the Classification Plan.

Motion passed by majority as declared by the Moderator

ARTICLE 25. Assistant Town Administrator for FY 2021

MOTION MADE by Maureen Cranson the Town vote to raise and appropriate the sum of \$80,000, to hire a full time Assistant Town Administrator at Grade Level VI. This is a transitional position and is only authorized for one year through June 30, 2021, unless further appropriation is made to fund the position beyond June 30, 2021.

Majority vote required, motion does not pass as declared by the Moderator

MOTION MADE by Maureen Cranson to turn meeting back over to Amrith Kumar.

Motion passed by majority as declared by the Moderator

ARTICLE 26. Full time Firefighter / Paramedic Position

MOTION MADE by Dave Hurlbut that the Town vote to Transfer from Ambulance Receipts Reserved for Appropriation the sum of \$62,000.00 for one (1) additional fulltime daytime Firefighter / Paramedic position currently classified in the Fulltime Firefighters Contract under Appendix "A" – Wages, and be subject to collective bargaining agreements, said sum to be expended by the Fire Chief.

Motion passed by majority as declared by the Moderator

WITHOUT OBJECTION THE MODERATOR MOVED TO RECESS THE MEETING TO CONFER WITH THE FINANCE COMMITTEE

MOTION MADE by Joe Sova to reconsider Article 25. Mr. Sova, Chairman of the Finance Committee explained that the failure of the passage of Article 25 effectively reduced the Town Administrator's salary in the Omnibus Budget passed in Article 1. Article 1 was passed over an hour ago, outside the time allowed by local by-laws for reconsideration.

Jim Gettens, 7 Shady Lane, stated the motion was out of order, and would like to reconsider Article 1.

Town Counsel advised the Town meeting that to go back and reconsider Article 1 would require a vote to suspend the rules of the Local General Bylaw for that Article.

Motion to reconsider Article 25 withdrawn by Joe Sova

MOTION MADE by Jim Gettens to Suspend the Rules of Town Bylaw 180-10, only for the purpose of reconsidering Article 1.

Motion passed by 2/3rds as declared by the Moderator

MOTION MADE by Joe Sova to reconsider Article 1 (now that rules are suspended)

Motion passed by majority as declared by the Moderator

MOTION MADE by Joe Sova that the Town vote the Omnibus Budget Article 1 as written in the motion book changing line 167 to reinstate the Town Administrators salary in the Omnibus Budget to \$122,400.00 and delete line 166 for \$80,000 for a total of \$24,280,607.00

Motion passed as amended by majority as declared by the Moderator

ARTICLE 27. Amend the Personnel Bylaws

To see if the Town will vote to amend certain provisions of Sections 1-13 of the Town's Personnel Bylaw as follows, with additional language noted in bold, and deleted language shown as stricken through, and, specifically, to dissolve the previously established but currently vacant Personnel Board and vest all powers and authorities previously vested in the Personnel Board in the Town Administrator acting as Human Resources/Personnel Director (unless otherwise specified); and further to authorize the Town Clerk to make any non-substantive, ministerial revisions to ensure internal consistency and to effectuate the purpose and intent of this Article:

Amend Section 1, as follows:

SECTION 1: AUTHORIZATION and DISCLAIMER

Pursuant to the authority contained in MGL Ch41, Sections 108A and 108C [MGL Ch41:sec 108A and 108C], the Town of Sterling establishes a Personnel Bylaw (this bylaw) that consolidates all provisions pertaining to the administration of its personnel including among other things, the compensation plan, and **assigns responsibility to the Town Administrator, acting as the Human Resources/Personnel Director**, ~~a Personnel Board ("the Board") for the purpose of administering to administer~~ said plans or other provisions of its bylaws pertaining to personnel, determining any questions arising there under, and advising the town in any matters pertaining thereto.

The Classification Plan and/or Compensation Plan or any other provisions of this Bylaw may be amended by vote of the Town at either an Annual or Special Town Meeting. ~~No amendment shall be considered or voted on by Town Meeting unless the proposed amendment has first been considered by the Personnel Board, unless this requirement is waived by Town Meeting. The Board, of its own motion, may propose an amendment to the plans, policies or other provisions of this Bylaw based on its findings resulting from its investigations. The Personnel Board shall report its recommendations on any proposed amendment to the Board of Selectmen. Any proposed amendments to the Personnel Bylaw that The Board shall submit any amendment to this Bylaw that has~~ **will have a financial impact on the Town shall be submitted** to the Finance Committee for their review and comment

~~prior to Town Meeting. The Board shall make its recommendations with regard to any amendment at the Town Meeting at which such amendment is considered.~~

~~The Personnel Board hereinafter referred to as the Board may, at its own discretion, or on the advice of the Appointing Authority (as defined herein), or on the advice of the Town's Administration, draft and adopt procedures that it believes to be required for the purpose of administering this bylaw and the Personnel practices of the Town. Such procedures shall be enacted by the Personnel Board after:~~

- ~~A. Conducting a public hearing if required under MGL Ch 30A, Section 2 or MGL Ch 41, Section 108A and 108C~~
- ~~B. They have been reviewed and approved by a majority of the members of the Personnel Board at an open meeting~~

Nothing in any of the Town of Sterling's Personnel Rules, Policies, Procedures or other documents relating to employment with the Town of Sterling ("the Town") creates any express or implied contract or guarantee of continued employment for a specific term. No past practices or procedures, whether oral or written, from any express or implied agreement or contract to continue such practices or procedures. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the limitations set forth in this paragraph create any contract of employment unless: 1) the terms are put in writing, 2) the document is labeled "Contract," 3) the document states the duration of employment, and 4) the document is signed by the Board of Selectmen or Appointing Authority.

Employees of the Town that are not otherwise covered by a collective bargaining agreement, employment agreement, ~~or State Civil Service statutes~~ **or statutory term of employment/appointment** are at-will employees. Either party may terminate the employment relationship at any time with good cause as long as it is not based on a discriminatory motive. The Term "Good Cause" shall include but not be limited to the following: incapacity other than temporary illness, inefficiency, incompetence, insubordination and conduct unbecoming the office.

This Bylaw shall apply to all Town Departments and to all positions of all employees in the service of the Town, whether full or part-time, temporary, seasonal, special, per diem or any other type of employment, other than those positions which are filled by popular election, those under the jurisdiction of the School Committees, those within the Municipal Light

Department, and those positions which are covered by separate agreements between any employee or Association of Employees and the Town developed through Collective Bargaining. If any agreement between an employee or Association of Employees and the Town does not address any item addressed in Section ~~10~~ 6 B, C, and D, then the provisions of Section ~~10~~ 6 B, C, and D shall apply to those employees.

Amend Section 2, as follows:

SECTION 2: PERSONNEL BOARD

A. MEMBERSHIP

~~There shall be a Personnel Board consisting of five (5) members appointed by the Board of Selectmen, the Town Moderator and the Finance Committee, each entity having one vote for a total of three (3) votes. The membership of the Board shall be made up of residents of the Town who are neither employees of the Town, nor appointed or elected officials of the Town. Members should have a working knowledge of personnel practices and procedures in a municipal or corporate work setting. All members of said Board shall be residents of the town and shall serve without compensation. Except when an appointment is made to serve the balance of an unexpired term, each member of the Board shall serve for a term of three years. Appointments shall be made in such a fashion that they will expire on June 30th of a given year. Each member shall continue to hold office until their successor has been appointed, qualified and sworn in by the Town Clerk, but in no instance for a period of greater than sixty (60) days after their term has expired. Members of the Personnel Board serving upon the effective date of this Bylaw shall serve until the expiration of their respective terms. Upon the expiration of such terms members shall be appointed for successive three-year terms by vote of the Board of Selectmen, the Moderator and the Finance Committee as specified above.~~

~~If a member resigns or a member's office becomes vacant by removal from the Town, or any other cause, their successor shall be appointed for the balance of the unexpired term of such member. The Town Clerk shall have sole authority to determine if a person has fulfilled their oath of office, or moved out of town or a position is otherwise vacant. A member may be removed from the Personnel Board at any time, with or without cause, by vote of the Board of Selectmen, the Moderator and the Finance Committee in the same manner as appointments are made.~~

~~B. ORGANIZATION~~

~~The Personnel Board shall organize annually, as soon as possible after July 1st of each year, at the~~

~~call of the then Chairman, or lacking a Chairman any member of the Board, and shall elect a Chairman and appoint a Secretary from among its members. The Chairman shall hold office until his/her successor has been elected. In the event a vacancy occurs in the office of the Chairman, the~~

~~Personnel Board shall elect a successor Chairman from among its members, such successor to serve until the next organizational meeting of the Personnel Board and until his/her successor has been elected. A majority of the Board shall constitute a quorum for the transaction of business. A majority vote of the Board shall determine the action the Board must take in all matters upon which it is authorized or required to pass under this Bylaw. In the event that a bare quorum of the Board only is present, there must be a unanimous vote. A bare quorum of the Board may not enact or amend any existing policy or procedures.~~

SECTION 2: GENERAL PROVISIONS

A. ADMINISTRATION

The ~~Board~~ **Human Resources/Personnel Director** shall be responsible for the review and recommendation of all changes to the Town's Personnel Bylaw, and the establishment of all policies pertaining to the provision of human resource services to employees covered by the provisions of this Bylaw that it deems necessary for the proper administration thereof.

B. PERSONNEL RECORDS

The Human Resources/**Personnel Director** ~~Administrator, as agent of the Personnel Board~~, shall be responsible for the maintenance of official personnel files for all employees in the service of the Town, other than those under the jurisdiction of the School Committees, or those within the Municipal Light Department, including therein such information as required by law ~~or as deemed desirable by the Personnel Board~~. Said records shall be kept in the office of the Town Treasurer/Collector and shall include all original documentation pertaining to each employee in accordance with applicable state and/or federal regulations. Department heads may maintain

files supporting departmental actions. Department Heads shall furnish such information as shall be requested by Human Resources/**Personnel Director** ~~Administrator on behalf of the Personnel Board.~~

Current and/or former Town employees have the right to examine their personnel files pursuant to G.L. c. 149, Sec. 52C. No personnel files may be taken out of the Treasurer/Collector's office without consent of the Human Resources/**Personnel Director** ~~Administrator.~~

The **Human Resources/Personnel Director** ~~Human Resources Administrator, as agent of the Personnel Board, or their designee,~~ shall provide a copy of the Personnel Bylaw to each new employee and Department Head. The employee shall execute an acknowledgement form indicating receipt of the Bylaw. The original signed acknowledgement shall be placed in the employee's personnel file.

Pursuant to M.G.L. c. 149, Sec. 52C, the **Human Resources/Personnel Director** ~~HR Administrator~~ will notify an employee within (10) days of placing information in an employee's personnel file that is, has been used, or may be used, to negatively or positively affect an employee's qualification for employment, promotion, transfer, additional compensation or subject to disciplinary action.

C. AUTHORITY

The **Human Resources/Personnel Director** ~~Human Resources Administrator,~~ from time to time, will review provisions of this Bylaw and shall recommend any changes or adjustments to the Personnel Bylaw, ~~and the Classification Plan, and/or Compensation Plan for approval by the Personnel Board-Town Meeting.~~ Such reviews shall be made at intervals as the **Human Resources/Personnel Director** ~~Human Resource Administrator or Board~~ deems necessary ~~and, to the extent which the Board considers practicable, shall include all occupational groups in the Classification Plan (Attachment A).~~

~~The Board may employ assistance and incur expenses as it deems necessary, subject to the appropriation of funds therefore.~~

Each year, the **Human Resources/Personnel Director** ~~Personnel Board~~ shall make a recommendation at the Annual Town Meeting for an appropriate compensation adjustment for all employees in the Town through either a "step increase" or a "cost of living adjustment", or some other means.

No changes to existing Section 3.

SECTION 4: CLASSIFICATION PLAN

A. ADMINISTRATION

The **Human Resources/Personnel Director** ~~Human Resource Administrator~~ shall be responsible for the administration of the Classification Plan (the Plan), establishing only such procedures as may be consistent with the policies as established in the Bylaw.

The **Human Resources/Personnel Director** ~~Human Resource Administrator~~ shall maintain written descriptions of the jobs or positions in the Plan describing the essential characteristics, requirements and general duties. The descriptions shall not be interpreted as either complete or restrictive and employees shall continue to perform any duties assigned by an employee's superior(s).

Unless otherwise provided by law, the Human Resources/Personnel Director ~~HR/Personnel Director~~ is responsible for ALL employee matters relating to Merit, Work Hours, Work Location, Discipline, Termination and any other employee related issue. Boards and Committees will have input, however the final determination will be with the **Human Resources/Personnel Director** ~~HR/Personnel Director~~.

The **Human Resources/Personnel Director** ~~Human Resource Administrator~~ shall, from time to time not to exceed three (3) years, review the wage and salary schedules of all positions subject to the Plan in order to keep informed as to pay rates and policies outside the service of the town, and be in a position to recommend to the Town any action deemed desirable to maintain a fair and equitable (competitive) pay level.

The **Human Resources/Personnel Director** ~~Human Resource Administrator~~ shall review the duties of all employees subject to the Plan at intervals of not more than three (3) years. The **Human Resources/Personnel Director** ~~Human Resource Administrator~~ upon receipt of substantiating data may ~~recommend to the Personnel Board for approval~~ **approve** a new position **for addition** to the classification schedule, or reclassify an existing position to a different group, subject to the subsequent ratification of this action by formal amendment of **the relevant Classification or Compensation Plan** ~~this By-Law~~ by vote of the Town Meeting. Any change that requires an additional

appropriation of funds is subject to the recommendation of the Finance Committee and approval of Town Meeting.

The allocation of a position is based on the application of a Position Appraisal Method consisting of a set of universal evaluation criteria or minimum qualifications that are required to successfully perform the essential functions of a position. Each position is assigned a numerical point value based on the application of degree levels within each of the evaluation criteria; the sum point total will determine which grade level a position is to be classified.

Any changes to ~~The Personnel Board shall vote to retain or change~~ the Classification and Compensation Plan **recommended by the Human Resources/Personnel Director** for the forthcoming year **shall be sent to all appointing authorities as well as the Finance Committee and Department Heads** by December 10th of each year in conjunction with the development of the Town's Annual Budget, subject to the subsequent ratification of its action by formal amendment of that section of this Bylaw at the next Annual Town Meeting. ~~This vote shall be sent to all appointing authorities as well as the Finance Committee and Department Heads~~

No changes to the remainder of Section 4.

No changes to Section 5.

Existing Section 10 (renumbered Section 6), is amended as follows:

SECTION ~~10~~ 6: EMPLOYEE BENEFITS

C. VACATION PAY

Employees will accumulate vacation pay on a monthly basis, on the last day of each full month worked in accordance with the provisions of this section listed below. Regular full time employees are eligible for vacation as follows:

- After completing six (6) months of continuous service, the employee is eligible for six and 2/3 hours of paid vacation at a normal day's pay for each full month of continuous service to the Town from the date of hire.
- After one (1) year and up to a maximum of five (5) years' service, the employee is eligible for six and 2/3 (6 2/3) hours of paid vacation at a normal day's pay for each full month of continuous service provided to the Town, but not to exceed a maximum of eighty (80) hours.

- After five (5) and up to a maximum of fifteen (15) years' service, the employee is eligible for 10 hours of paid vacation at a normal day's pay for each full month of continuous service provided to the Town, but not to exceed a maximum of 120 hours.
- After fifteen (15) years and up to twenty (20) years' service, the employee is eligible for 160 hours of paid vacation earned and paid as above.
- After twenty (20) years' service, the employee is eligible for 200 hours of paid vacation earned and paid as above.

Employees who are eligible for 160 or 200 hours of paid vacation may elect to work no more than one (1) vacation week and receive vacation pay plus their regular straight time pay for that week, but only after prior approval has been received from the employee's Department Head or Board, Committee, ~~Agency~~ or Commission responsible for the employee's Department.

Vacation time shall not be cumulative from year to year except for up to 80 hours which may be held over to be used during the next fiscal year at a time that is mutually agreeable to the employee and their department head.

The choice of vacations shall be on the basis of seniority in the department and approved by the department head. Department heads shall post the vacation schedule annually.

In case of retirement or termination of employment, the employee shall be paid for all accrued vacation time earned up to the termination date. **A negative balance for Vacation must be reimbursed to the town with the last paycheck or arrangements must be made to repay the deficit, unless otherwise prohibited by law.**

D. SICK LEAVE

Each regular full time employee shall earn sick leave credit with pay at the rate of 10 hours for each month of continuous employment with the Town, to a maximum of 120 hours per fiscal year. The sick leave credit of a regular part-time employee shall be prorated in accordance with the provisions of this section for regular full-time employees. The maximum number of such days of sick leave credit that may be accumulated is one hundred ninety (190) days. Employees will accumulate sick leave on a monthly basis, on the last day of each full month worked and in accordance with the other provisions of this section.

The Office of the Treasurer/Collector is responsible for maintaining records of sick leave days accumulated and used for all eligible employees within the Town and reporting same to the Human Resources Administrator.

The Town at its exclusive discretion, reserves the right to request a written certificate from a Town selected physician, at the cost to the Town, establishing incapacity as a condition of payment of sick leave benefits or for an employee who seeks to return to work after being absent, whether paid or unpaid, to determine the employee's fitness for work.

If an employee uses sick leave for purposes other than legitimate illness or non-working injury as well as in an excessive manner, the employee may, at the sole discretion of the Town, be subject to disciplinary action up to and including termination of employment.

Payments made under the provisions of this section shall be limited in the case of an employee who is receiving Workers Compensation payments to the difference between the total amount paid to the employee in Workers Compensation and the employee's regular pay. In the event of such payments, the Town may debit the employee's accumulated sick leave by such amounts as it determines to be equitable in relation to such payments.

Only employees who retire in good standing from employment with the Town of Sterling shall be paid ten (10) percent of the value of their unused sick leave, at the time of retirement. It is to be understood that the payment of any amount under this rule will not change the employee's pension benefit.

In case of termination and a negative balance for Sick time the amount will be deducted from the employee's final paycheck or arrangements must be made to repay the deficit, unless otherwise prohibited by law.

Remainder of Section unchanged.

Existing Section 12 renumbered as Section 7

Existing Section 13 renumbered as Section 8.

Or take any action in relation thereto.

Submitted by: The Board of Selectmen

Recommendation: The Board of Selectmen supports this article

Summary: The current bylaw refers to a Personnel Board that no longer exists. The updated version replaces the Personnel Board with the HR/Personnel Director or in his/her absence the Town Administrator. It clarifies that employees are supervised by the appropriate departmental person while all personnel issues are centralized with the HR/Personnel Director / Town Administrator.

MOTION MADE by Arden Sonnenberg that the Town vote to amend certain provisions of Sections 1-13 of the Town's Personnel Bylaw as printed in the warrant, with additional language noted in bold, and deleted language shown as stricken through, and, specifically, to dissolve the previously established but currently vacant Personnel Board and vest all powers and authorities previously vested in the Personnel Board in the Town Administrator acting as Human Resources/Personnel Director (unless otherwise specified); and further to authorize the Town Clerk to make any non-substantive, ministerial revisions to ensure internal consistency and to effectuate the purpose and intent of this Article.

Motion passed by majority as declared by the Moderator

ARTICLE 28. Join the Central Massachusetts Mosquito Control Project

MOTION MADE by Allen Hoffman that the Town vote to become a member of and participate in the Central Massachusetts Mosquito Control Project at a cost estimate of \$87,000/year pursuant to Chapter 583 of the Acts of 1973, Chapter 40 of the Acts of 1977, and Massachusetts General Laws Chapter 252, Section 5A [MGL Ch252:5A] and other applicable sections of said law, subject to an assessment through a reduction in Cherry Sheet revenue in an amount to be determined annually by the District Commissioners, and to authorize the Board of Selectmen and the Board of Health to enter into all agreements and to execute any and all instruments as may be necessary to affect this vote.

Motion defeated as declared by the Moderator

ARTICLE 29. Road Acceptance – Chad Lane

Motion Made by Patty Page that the Town vote to accept as a public way the roadway known as Chad Lane, as heretofore laid out by the Board of Selectmen and shown on a plan entitled “As-Built Plan, Chad Lane, Sterling, Massachusetts,” dated November 18, 2019, prepared by Whitman & Bingham Associates, LLC, which plan is on file with the Town Clerk, and to authorize the Board of Selectmen to acquire by gift, purchase, and/or eminent domain the fee to and/or easements in Chad Lane for all purposes for which public ways are used in the Town of Sterling, and any drainage, utility, access, and/or other easements related thereto, all as shown on the plan.

Motion passed by majority as declared by the Moderator

ARTICLE 30. Bylaws and Regulations amendment to change the Board of Selectmen Name - Citizens Petition

Name - Citizens Petition

To see if the Town will vote: to amend the Bylaws and Regulations of the Town of Sterling to change the term "Board of Selectmen" to "Select Board", and to change references to Chairman to Chair, and the words "selectman, selectmen, selectwoman, or selectwomen" with the words "select board member(s)" or "member(s) of the select board" in each and every place they appear in the Town of Sterling General Bylaws and Regulations, Personnel Bylaws and Regulations, and Protective (Zoning) Bylaws and Regulations.

For purposes of these bylaws and Regulations, and for all official business of the Town, the board previously referred to as the Board of Selectmen shall hereinafter be referred to as the Select Board, with individual members to be referred to as "select board member(s)" or "members of the select board(s)", and said Select Board shall have all the powers and duties of a board of selectmen as set forth in the General Laws or any special act applicable to the Town including but not limited to the power to prosecute, compromise or defend suits for or against the Town and employ counsel at any time if, in its judgment, the interest of the Town so require

Submitted by: Citizens’ petition

Recommendation: The Board of Selectmen supports this article

Summary: The adoption of gender-neutral pronouns has become prevalent over the past 50 years. We use neutral pronouns more and more in our everyday life. The word “man” is no longer synonymous with “person,” and the use of gender-neutral language is standard practice. Over 30% of Massachusetts municipal boards are using gender-neutral designations with many new towns voting for change this year. The impact is big and the cost is miniscule!

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MOTION MADE by Arden Sonnenberg that the Town vote to amend the bylaws of the Town of Sterling by deleting the words “Board of Selectmen” or “Selectmen” in each place they appear and inserting in their place “Select Board”, and by adding a new section titled “Select Board”, and further, to authorize the Town Clerk to assign such numbering as is appropriate to bring said bylaw into conformance with the existing codification; said bylaw to take the following form:

SELECT BOARD

There shall be a Select Board composed of three (3) members elected for terms of three years each. The Select Board shall have all the powers and duties of a Board of Selectmen for purposes of General Laws and any special acts, bylaws, rules or regulations applicable to the Town of Sterling, including but not limited to the power to prosecute, compromise or defend suits for or against the Town and employ counsel at any time if, in its judgement, the interest of the Town so require. For all official business of the Town, the board previously referred to as the Board of Selectmen shall hereinafter be referred to as the Select Board, with individual members to be referred to as "select board member(s)" or "members of the select board(s)" and board titles referred to as Chair, Vice-Chair, and Clerk.

Motion passed by majority as declared by the Moderator

ARTICLE 31. Veterans Ceremony – Citizens petition

Motion Made by Charles Morris that the Town vote to require all organizations discharging rifle volleys on Veterans Day or Memorial Day, shall only include veterans as defined under Massachusetts Law, M.G.L. c4, sec. 7, cl 42, for the purpose of discharging rifle fire.

Organizations wishing to include non-veterans in a group or firing detail, for the purpose of discharging weapons on Veterans Day or Memorial Day, shall reimburse the Town of Sterling for all expenses associated or incurred with either event in which non-veterans are included.

Majority vote required, motion does not pass as declared by the Moderator

ARTICLE 32. Transfer Portion of 7 Sunset Drive for Purposes of Conveyance

MOTION MADE by Arden Sonnenberg that the Town vote to transfer the care, custody and control of a portion of that property located at 7 Sunset Drive, being Assessor's Parcel 157-51, described in a deed recorded with the Worcester South District Registry of Deeds in Book 13525, Page 306, as shown on the sketch plan filed with the Town Clerk, from the Board of Selectmen for drainage purposes, and to the Board of Selectmen for general municipal purposes and purposes of conveyance, and to authorize the Board of Selectmen to convey said property on such terms and conditions and for such consideration as the Board of Selectmen deems appropriate, including reserving such easements as the Town may require, and to execute such documents as may be necessary to carry out the purpose of this article.

Amendment made by Dick Sheppard, Sterling Board of Assessors, that no curb cut shall be allowed from this split lot on Sunset Drive. This shall also apply to the rear lot at Pleasant View Drive or any lots on Hilltop Drive. There shall be no attempt to sub-divide the split lot into smaller sections.

The Moderator noted that this amendment is non-binding.

Motion to amend passed by majority as declared by the Moderator

Motion on amended article requires 2/3 vote does not pass as declared by the Moderator

ARTICLE 33. Apply Stabilization Fund to Stabilize the Tax Rate

MOTION MADE by Todd Chapman that the Town vote to transfer \$300,000 from the Stabilization Fund, to stabilize the tax rate.

Motion passed by 2/3rds as declared by the Moderator

ARTICLE 34: Annual Town Election

Motion Made by John Kilcoyne to adjourn the Annual Town Meeting, only to reconvene on Monday June 29, 2020 for the purpose of conducting the Annual Town Election, and then to dissolve.

Motion passed by majority as declared by the Moderator

FY21 OMNIBUS BUDGET

Level Funded Expenses

(From June 22, 2020 ATM Warrant)

	Account Number	Description	FY21 Dept Request
1		ACCOUNTANT	
2	01135-51100	ACCOUNTANT SALARY	30,877.00
3	01135-57000	ACCOUNTANT EXPENSE	10,961.00
4		Department Total	41,838.00
5		ADA COORDIINATOR	
6	01196-51200	ADA COORDINATOR STIPEND	1,500.00
7		Department Total	1,500.00
8		AGRICULTURAL	
9	01177-57000	AGRICULTURAL EXPENSE	750.00
10		Department Total	750.00
11		ANIMAL INSPECTOR	
12	01250-51100	ANIMAL INSPECTOR SALARY	3,400.00
13	01250-57000	ANIMAL INSPECTOR EXPENSE	900.00
14		Department Total	4,300.00
15		ASSESSOR	
16	01141-51100	ASSESSOR STIPEND	4,500.00
17	01141-51200	ASSESSOR WAGES	50,066.00
18	01141-57000	ASSESSOR EXPENSE	79,580.00
19	01142-57000	ASSESSOR REVAL	0.00
20		Department Total	134,146.00
21		AUDIT	
22	01136-57000	AUDIT EXPENSE	21,500.00
23		Department Total	21,500.00

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24		BOARD OF HEALTH	
25	01510-51100	BOH STIPEND	309.00
26	01510-51110	BOH SALARY	69,625.00
27	01510-51200	BOH WAGES	62,242.00
28	01510-53000	BOH WACHUSETT HOME HEALTH CARE	0.00
29	01510-53001	BOH MONTACHUSETT PUBLIC HEALTH	3,200.00
30	01510-57000	BOH EXPENSE	5,730.00
31	01510-57001	BOH KIOSK	2,900.00
32	01510-57002	BOH PRINTER/COPIER	655.00
33		Department Total	144,661.00
34		BOARD OF SELECTMEN	
35	01122-51100	SELECTMAN STIPEND	4,500.00
36	01122-57000	SELECTMAN EXPENSE	7,750.00
37	01241-57001	SEALER OF WEIGHT & MEASURES EXPENSE	1,200.00
38		Department Total	13,450.00
39		CONSERVATION	
40	01171-51200	CONSERVATION AGENT WAGES	26,933.00
41	01171-57000	CONSERVATION COMMITTEE EXPENSE	1,000.00
42	01171-57001	CENTRAL MASS STORMWATER COALITION	5,000.00
43		Department Total	32,933.00
44		COUNCIL ON AGING	
45	01540-57000	SENIOR CENTER OPERATIONS	19,112.00
46	01541-51200	COA WAGES	204,969.00
47	01541-53000	COA HOME CARE	400.00
48	01541-53001	COA TITLE VII NUTRITION AND WHEAT	4,300.00
49	01541-57000	COA EXPENSE	16,050.00
50			
51		Department Total	244,831.00

52		CULTURAL COUNCIL	
53	01542-57000	CULTURAL COUNCIL	3,550.00
54		Department Total	3,550.00
55		DPW	
56	01422-51100	DPW SALARY	77,440.00
57	01422-51110	DPW BOARD STIPEND	1,800.00
58	01422-51200	DPW WAGES	659,394.00
59	01422-52000	DPW STREET LIGHTS	16,132.00
60	01422-52700	DPW HYDRANT RENTAL	0.00
61	01422-52900	DPW TRASH PICKUP	620,000.00
62	01422-52901	REGIONAL RECYCLING	4,809.00
63	01422-52902	LANDFILL MONITORING	16,500.00
64	01422-57000	DPW EXPENSE	322,420.00
65	01422-57001	DPW EQUIPMENT LEASE	29,692.00
66		Department Total	1,748,187.00
67		DPW SNOW & ICE	
68	01423-57000	SNOW & ICE EXPENSE	211,000.00
69		Department Total	211,000.00
70		ECONOMIC DEVELOPMENT	
71	01178-57000	ECONOMIC DEVELOPMENT COMMITTEE EXPENSE	27,000.00
72		Department Total	27,000.00
73		EXTENSION SERVICE	
74	01690-57000	EXTENSION SERVICE	510.00
75		Department Total	510.00
76		FACILITIES	
77	01192-51100	FACILITIES SALARY	34,215.00
78	01192-51200	FACILITIES WAGES	24,000.00

79	01192-57000	FACILITIES EXPENSE	96,981.00
80		Department Total	155,196.00
81		FINANCE BOARD	
82	01131-51100	FINANCE BOARD STIPEND	0.00
83	01131-57000	FINANCE BOARD EXPENSE	280.00
84		Department Total	280.00
85		FIRE-EMT	
86	01220-51100	FIRE CHIEF SALARY	112,390.00
87	01220-51200	FIRE WAGES	691,817.00
88	01220-51500	FIRE EMERGENCY MANAGEMENT STIPEND	10,000.00
89	01220-57000	FIRE EXPENSE	176,500.00
90	01220-57001	FIRE EMERGENCY MANAGEMENT EXPENSE	1,500.00
91	01220-57002	FIRE EQUIPMENT LEASE	0.00
92		Department Total	992,207.00
93			
94		FIRE-AMBULANCE	
95	01231-51100	AMBULANCE CHIEF SALARY	13,073.00
96	01231-51200	AMBULANCE WAGES	440,810.00
97	01231-57000	AMBULANCE EXPENSE	91,500.00
98	01231-57002	AMBULANCE LEASE	0.00
99		Department Total	545,383.00
100		HISTORICAL COMMISSION	
101	01670-57000	HISTORICAL EXPENSE	2,500.00
102		Department Total	2,500.00
103		HUMAN RESOURCES	
104	01152-57000	HUMAN RESOURCE MERIT	5,000.00
105		Department Total	5,000.00

106		INFORMATION TECHNOLOGY	
107	01155-57000	IT EXPENSE	145,548.00
108			
109		Department Total	145,548.00
110		INSPECTIONAL SERVICES	
111	01241-51100	BUILDING INSPECTOR SALARY	64,541.00
112	01241-51101	INSPECTION WIRE INSP SALARY	0.00
113	01241-51102	INSPECTION PLUMBING INSP SALARY	11,149.00
114	01241-51103	INSPECTON GAS INSP SALARY	6,132.00
115	01241-51200	BUILDING INSPECTOR WAGES	30,769.00
116	01241-57000	INSPECTION EXPENSE	5,500.00
117			
118		Department Total	118,091.00
119		INSURANCE-BENEFITS	
120	01910-59020	INSURANCE-BENEFITS	1,492,766.00
121		Department Total	1,492,766.00
122		LEGAL SERVICES	
123	01151-53000	LEGAL SERVICES	61,000.00
124		Department Total	61,000.00
125		LIBRARY	
126	01610-51100	LIBRARY SALARY	90,797.00
127	01610-51200	LIBRARY WAGES	249,974.00
128	01610-57000	LIBRARY EXPENSE	133,807.00
129		Department Total	474,578.00

130		MEMORIAL AND VETERANS DAY	
131	01699-57000	MEMORIAL AND VETERANS DAY	5,600.00
132		Department Total	5,600.00
133	-	MODERATOR	-
134	01114-51100	MODERATOR STIPEND	500.00
135	01114-57000	MODERATOR EXPENSE	150.00
136	-	Department Total	650.00
137		OPEN SPACE	
138	01179-57000	OPEN SPACE EXPENSE	1,500.00
139		Department Total	1,500.00
140		PLANNING	
141	01175-51100	PLANNING STIPEND	1,500.00
142	01175-51200	PLANNING WAGES	21,116.00
143	01175-56310	MRPC EXPENSE	2,850.00
144	01175-57000	PLANNING EXPENSE	1,597.00
145		Department Total	27,063.00
146		POLICE	
147	01210-51100	POLICE SALARY	148,885.00
148	01210-51200	POLICE WAGES	1,394,725.00
149	01210-57000	POLICE EXPENSE	105,575.00
150	01210-58500	POLICE CRUISER	52,000.00
151		Department Total	1,701,185.00
152		POLICE-ANIMAL CONTROL	
153	01249-51200	ANIMAL CONTROL WAGES	25,119.00
154	01249-57000	ANIMAL CONTROL EXPENSE	4,000.00
155		Department Total	29,119.00

156		POLICE-DISPATCH	
157	01215-51200	COMMUNICATION WAGES	281,353.00
158	01215-57000	COMMUNICATION EXPENSE	103,397.00
159		Department Total	384,750.00
160		RECREATION	
161	01630-51100	RECREATION SALARY	57,877.00
162	01630-51200	RECREATION WAGES	45,469.00
163	01630-57000	RECREATION EXPENSE	28,100.00
164		Department Total	131,446.00
165		TOWN ADMINISTRATOR	
166	01129-51203	ASSISTANT TOWN ADMINISTRATOR SALARY	80,000.00
167	01129-51100	TOWN ADMINISTRATOR SALARY	85,680.00
168	01129-51200	TOWN ADMINISTRATOR WAGES	58,220.00
169	01129-51201	OPERATIONS MANAGER WAGES	46,314.00
170	01129-51202	TOWN PLANNER SALARY	76,470.00
171	01129-57000	TOWN ADMINISTRATOR EXPENSE	50,475.00
172	01129-57001	COA SENIOR WORKOFF PROGRAM	15,000.00
173	01129-57002	TOWN PLANNER EXPENSE	7,600.00
174		Department Total	419,759.00
175		TOWN CLERK	
176	01161-51100	TOWN CLERK SALARY	64,260.00
177	01161-51200	TOWN CLERK WAGES	44,342.00
178	01161-52000	TOWN CLERK TRAINING	2,300.00
179	01161-57000	TOWN CLERK EXPENSE	11,000.00
180	01162-51200	ELECTION WAGES	15,480.00
181	01162-57000	ELECTION EXPENSE	14,765.00
182		Department Total	152,147.00

*See Article 1
as amended

183		TREASURER/COLLECTOR	
184	01145-51100	TREASURER/COLLECTOR SALARY	77,188.00
185	01145-51200	TREASURER/COLLECTOR WAGES	102,068.00
186	01145-57000	TREASURER/COLLECTOR EXPENSE	62,166.00
187		Department Total	241,422.00
188		VETERANS	
189	01543-57000	VETERANS EXPENSE	20,000.00
190	01543-57700	VETERANS BENEFITS	36,000.00
191		Department Total	56,000.00
192		WORC COUNTY RETIREMENT	
193	01910-59060	WORCESTER COUNTY RETIREMENT	933,159.00
194		Department Total	933,159.00
195		ZONING BOARD OF APPEALS	
196	01176-51200	BOARD OF APPEALS WAGES	0.00
197	01176-57000	BOARD OF APPEALS EXPENSE	5,000.00
198		Department Total	5,000.00
199		MUNICIPAL OPERATING BUDGET	10,711,505.00
200			
201		DEBT SERVICE	
202	01710-59000	DEBT - LONG TERM PRINCIPAL	420,000.00
203	01750-59010	DEBT - LONG TERM INTEREST	93,935.00
204		SBAB REIMBURSEMENT	0.00
205	01751-59010	DEBT - SHORT TERM INTEREST	0.00
206		Department Total	513,935.00

207	Article	WACHUSETT REGIONAL SCHOOL DIST	
208	01300-57000	WACHUSETT RSD MINIMUM CONTRIBUTION	12,089,494.00
209	01300-57001	WACHUSETT RSD ABOVE NET MIN CONTRIBUTION	0.00
210		WRSD VOCATIONAL SCHOOL OUTPLACEMENT (Trans & Tuit)	78,318.00
211		WACHUSETT RSD TRANSPORTATION	0.00
212		WACHUSETT RSD DEBT SERVICE	0.00
213		Department Total	12,167,812.00
214	Article	MONTACHUSETT REG. SCHOOL DIST	
215	01301-57000	SCHOOL MONTACHUSETT REGIONAL VOC TECH	905,635.00
216		DEBT AND INTEREST - BUILDING PROJECT **	0.00
217		Department Total	905,635.00
218	Article	OPEB	
219	01910-59060	OPEB	25,000.00
220		Department Total	25,000.00
221	Article	Reserve Fund	
222	01132-56900	RESERVE FUND	0.00
223		Department Total	0.00
224			
225		Total Including Schools / OPEB /Resv Fund	24,323,887.00